

**DEPARTMENT OF SOCIAL SERVICES
BUREAU OF REHABILITATION SERVICES**

POSTING DATE: August 10, 2006

CLOSING DATE: August 25, 2006

ADMINISTRATIVE ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

THE DEPARTMENT OF SOCIAL SERVICES - BUREAU OF REHABILITATION SERVICES (BRS) PRESENTLY IS RECRUITING TO FILL A VACANT ADMINISTRATIVE ASSISTANT POSITION AT ITS CENTRAL OFFICE LOCATION. THE INCUMBENT IN THIS POSITION WILL BE RESPONSIBLE FOR PROVIDING SUPPORT TO THE DIRECTOR OF THE BUREAU OF REHABILITATION SERVICES.

OPEN TO: **CANDIDATES ON THE CURRENT ADMINISTRATIVE ASSISTANT EXAMINATION LIST AND CURRENT STATE EMPLOYEES WHO QUALIFY TO TRANSFER Laterally**

LOCATION: **DEPARTMENT OF SOCIAL SERVICES
BUREAU OF REHABILITATION SERVICES
25 SIGOURNEY STREET
HARTFORD, CT 06106**

BARGAINING UNIT: **NP-3 (ADMINISTRATIVE CLERICAL)**

SALARY RANGE: **\$45,388.00 - \$58,735.00 ANNUALLY (CL 19)**

EXAMPLES OF DUTIES: Performs a variety of office administrative duties similar to the examples listed below:

1. **TYPING:** Using a typewriter, word processor or other automated equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews manuals and references materials.
3. **CORRESPONDENCE:** Composes complex letters and/or memoranda, etc. (e.g. explaining department practices and/or policies) for own or manager's signature.
4. **REPORT WRITING:** Researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and makes recommendations.
5. **INTERPERSONAL:** Acts for manager by interpreting established policies and procedures, etc.; troubleshoots by relieving manager of as much administrative detail as possible; acts for and regularly makes decisions in manager's absence (within prescribed limits of authority).
6. **PROCESSING:** Screens letters, memos, reports and other materials to determine action required; may make recommendations to supervisor.
7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements.
8. **OFFICE MANAGEMENT:** Authorizes purchases and payments (within prescribed limits of authority); develops input and prepares documentation for office and/or department budget; coordinates budget control and monitoring; develops office and/or department procedure manuals; assists in interviewing and hiring office support staff; trains office support staff; may supervise office support staff; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLENGE, SKILL AND ABILITY: Considerable knowledge of office administration and management; considerable knowledge of department an/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which may included word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to manager); ability to type at a net speed of 50 wpm.

EXPERIENCE AND TRAINING:

General Experience: Four (4) years experience above routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

Substitutions Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

APPLICATION PROCEDURE: To apply you must submit a completed original State of Connecticut Application (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). If you are an interested candidate who is on the current Certified Examination List for the job classification of Administrative Assistant promulgated by the State of Connecticut's Department of Administrative Services, or if you currently are an Administrative Assistant employed by the State of Connecticut and are interested in transferring laterally to this position, please mail your completed original State of Connecticut Application (Form PLD -1) to:

**Melvin A. Jackson, Principal Personnel Officer
Department of Social Services
Bureau of Rehabilitation Services
25 Sigourney Street, Hartford, CT 06106-5033
Fax: (860) 951-2979**

APPLICATIONS MUST BE RECEIVED BY August 25, 2006

THE DEPARTMENT OF SOCIAL SERVICES IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER